

**DEPARTMENT OF
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TO: Vaccines for Children (VFC) Providers
FROM: Lori Hutchinson, Vaccine Coordinator
Montana Immunization Program
DATE: November 25, 2011
SUBJECT: **November End-of-Month Process in imMTrax**

Ordering and Receiving Vaccine

Due to technical difficulties with the reconciliation and ordering functions of imMTrax, we are asking all VFC providers to order their vaccine by mail/fax through Home IV Pharmacy for the coming month. Orders are due by the 5th of December, and you are not required to submit a monthly report with your order. We do ask, however, that you fill-in the "Doses on Hand" column of the order form for ALL vaccines, not just those you are ordering.

We've included an order form with this correspondence for your convenience. The mail and fax information are on the form. If you fax the order, please also put a copy in the mail. Home IV Pharmacy cannot be held responsible for faxed orders that do not come through or are unreadable. We will automatically add your orders to your imMTrax inventory when the vaccine ships, with the exception of VARIVAX®. You will need to add VARIVAX® as private vaccine in imMTrax, and then call the Immunization Program. We will switch the lot from private to public.

Held Orders

If you have not submitted the necessary forms to get your VFC vaccine inventory transferred to imMTrax, you will not be allowed to order until those forms are submitted. Please refer to Immunization Program correspondences dated October 22 and October 25, 2011 for more information. Contact the Immunization Program if you have questions.

Timeline

We anticipate that the reconciliation and ordering functions of imMTrax will be fully operational by the end of December. At that time you will be asked to reconcile your inventory for November *and* December, and order online.

December imMTrax Inventory Management

If you are an integrated user please continue to keep your data entry current, and if you are an aggregate user please track VFC doses administered by lot number and age cohort. Reconciling for two months at the end of December will take no more time than reconciling for one month, and you will have the opportunity at that time to bring your imMTrax vaccine counts in line with your refrigerator counts. Until that time, please DO NOT reconcile your inventory and also realize that your imMTrax counts may be off.

December Inventory Issues

Contact the Immunization Program if you have vaccine lots missing from your public inventory (all users) or if inaccurate counts prevent you from entering immunization data for a patient (integrated users). We will fix these discrepancies immediately.

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Cold Chain Management

In order to reconcile inventory and order vaccine in imMTrax (which will happen for the first time at the end of December), providers must enter temperature data for VFC vaccine storage units. The storage units must first be entered into the program, and then temperature data must be recorded for every day your facility is open from the date of the last reconciliation (or "First Log Date" if just starting) to the current day.

Please take the month of December to get your cold storage units entered into imMTrax and begin entering cold chain temperature data. Please refer to the Vaccine Storage Section (pages 17–21) of the attached imMTrax Provider Handbook for instructions on how accomplish these tasks. We ask that you only "Save" your temperature data and NOT "Save and Submit" until instructed to do so at the end of December.

We apologize for any inconvenience these changes may cause. Contact the Immunization Program if you have any questions at 444-5580 or hhsiz@mt.gov.